

Vouchered Payroll

About five programs to revise, possibly one new program.

CF Payroll

Possibly one new program.

Funds Management

Complete system built, consisting of four new programs.

Master deduction file maintenance
Cumulative deduction and share distribution
Quarterly Reporting
Transaction Edit, Error, and Adjustment
reporting
Beneficiary register or file

Manual Systems - Fund Management

Control over transaction recording, batching transactions, balancing control figures.

Manual File Maintenance
Accounting Journal entries
Purchase and Sell arrangements

Procedures - O/Finance

G. L. accounts with subsidiaries (Payroll ledgers for subsidiaries) - one check to Fund Management per pay period per payroll.

Appropriate transaction control by Payroll Branch to and from computer systems and the Fund Management.

Input Forms

Payroll computer input unchanged.
Deduction Certification must be designed. Suggest 2 part form - copy to Fund Management File, copy to Payrolls.

Output Forms

Suggest no pre-printed forms, except quarterly report. If four Funds are chosen, will have to be paper, rather than card stock because of volume of printing, for employee notifications.

| | | | | |
|------|-------------|---------|----|--|
| | | V | CF | |
| NAME | EMP. NUMBER | PAYROLL | | |

I hereby authorize payroll deductions for the Pension Trust Plan as indicated below:

| | | |
|-----------------|----------------------|---------|
| Plan A | <input type="text"/> | Dollars |
| Plan B | <input type="text"/> | Dollars |
| Plan C | <input type="text"/> | Dollars |
| Plan D | <input type="text"/> | Dollars |
| Total Deduction | <input type="text"/> | Dollars |

Cancel all payroll deductions
pension trust

Signature _____ Date _____